
**CALIFORNIA EMERGENCY MANAGEMENT AGENCY
PRE-DISASTER MITIGATION GRANT PROGRAM
NOTICE OF INTEREST
2011**

Please read the following instructions prior to completing the Pre-Disaster Mitigation 2011 (PDM11) Notice of Interest (NOI). Accurate and complete answers are necessary for determining eligibility and expediting review. If you have additional questions while completing the NOI, please call the Hazard Mitigation Branch at (916) 845-8150, Monday - Friday, 9:00am - 4:00pm. The office is closed on the first three Fridays of each month due to state furloughs.

Introduction

Hazard mitigation activities are aimed at reducing or eliminating future damages. Activities include hazard mitigation plans approvable by the Federal Emergency Management Agency (FEMA) and cost-effective hazard mitigation projects.

Federal funding is provided under the Robert T. Stafford Emergency Assistance and Disaster Relief Act (Stafford Act) through FEMA and the California Emergency Management Agency (Cal EMA). Cal EMA is responsible for reviewing Notices of Interest (NOI) and applications, and forwarding funding recommendations to FEMA. FEMA has final approval for activity eligibility and funding.

The guidance for PDM11 is available at <http://www.fema.gov/government/grant/hma/index.shtm>. This document provides guidance on applicant and activity eligibility as well as other requirements including performance period, funding limits, cost effectiveness, environmental review, and documentation minimums.

The NOI process will be used for this program. Cal EMA will review the NOIs to determine if the activities described are eligible under PDM11. After completion of the NOI process, Cal EMA may hold workshops to provide information and assistance in filling out the application and preparing a benefit/cost analysis using the FEMA-approved software. Only those sub-grant applicants who have received an approved NOI notification will be invited to attend the workshops.

Notice of Interest Form

All sub-grant applicants are required to submit an NOI. The NOI must be received by Cal EMA no later than Thursday, July 29, 2010. An approved NOI is required for each sub-grant application that is submitted.

The following provides detailed guidance on completing the NOI form:

- | | |
|---|---|
| 1. <u>Name of Person
Completing NOI:</u> | Provide the first and last name of the person completing the NOI. |
| 2. <u>NOI Instructions have
been reviewed and read:</u> | By selecting 'yes', the person completing the NOI form certifies that he/she has read the NOI instruction material. |

-
3. FIPS #: Provide the Federal Identification Processing System number for the applicant. If the applicant does not have or know their FIPS number, contact Cal EMA.
4. DUNS #: Provide the Data Universal Numbering System number for the applicant. If the applicant does not have or know their DUNS number, call Dunn & Bradstreet at 1-866-705-5711.
5. Applicant Name: Provide the name of the entity applying for grant funds. Applicant name must be consistent with the FIPS#.
6. Applicant Address: Provide the mailing address for the applicant. Include city, county, state and zip code.
7. Applicant Type: Select one. Eligible applicants include state and local governments, and special districts. If your entity does not fall into one of these categories, you are not eligible to apply for PDM11 funding.
8. Legislative Districts: Provide the number of the political districts listed. If the project site is located in a different district than the applicant address, please provide both.
9. Authorized Applicant Agent: The Applicant's Agent (AA) is the person(s) authorized by the entity's governing body to act on behalf of the entity to execute an application for the purpose of obtaining federal financial assistance. Provide the name of the person(s) from your entity that will serve in this position. Forms used to designate the entity's AA will be provided upon grant approval. The AA will also be required to sign standard assurances to accept grant funds. Provide the first and last name, title, address, phone and fax numbers and e-mail address.
10. Project Manager/Working Contact: The Project Manager/Working Contact is the person whom Cal EMA will contact with questions and/or requests for information. Provide the first and last name, title, address, phone and fax numbers and e-mail address.
11. Project Manager/Working Contact (Alternate): The Project Manager/Working Contact is the person whom Cal EMA will contact with questions and/or requests for information when the primary contact is not available. Provide the first and last name, title, address, phone and fax numbers and e-mail address.

-
12. Application Type: Select one. Identify if your application describes a planning or project activity.
13. Hazard Type: Select one. Use Multi-Hazard for planning activities.
14. Activity Type: Select one. Cal EMA will only accept NOIs and therefore, applications that describe eligible activities.
15. Activity Title/Name: Provide a name that clearly reflects the proposed activity. The name selected in the NOI must match the name used if an application is submitted.
16. Population: Identify the population of the jurisdiction applying for the planning grant using current census data. For multi-jurisdictional plans identify the total population of all jurisdictions covered by the plan and list the name of each jurisdiction. For planning applications only.
17. Activity Location: Provide the Latitude and Longitude in degrees to six decimal places defining the activity location. If the activity involves more than one location, provide a Latitude and Longitude at the center of the proposed project area and a general description of the project area.
18. Describe the problem to be mitigated: Describe the need for this activity. The problem statement must include a description of the hazards and vulnerabilities.
19. Describe the scope of work: The scope of work must include the following:
1. State the mitigation goals and objectives of the project, and the hazard it addresses.
 2. Describe the project, to include:
 - a. A statement of the effectiveness or level of protection.
 - b. Basic dimensions, areas, volumes and construction methods to be used to complete the project.
 - c. A description of the properties, communities or populations that would directly benefit from the project.
 - d. A description of any construction/engineering drawings and/or any environmental documents if applicable.
 - e. Identify if the project location(s) is in a floodplain.
 - f. A description of the project life and the long-term maintenance requirements.
20. Performance Period: Indicate the length of time needed to complete the activity in months. The performance period cannot exceed 36 months.
-

21. Duplicate Programs:

Indicate if this activity is eligible for funding from another federal program such as the NRCS Emergency Watershed Protection Act, FEMA Public Assistance Program, or the US Department of Agriculture/Department of the Interior Healthy Forest Reform Act of 2002.

22. Activity Costs:

Federal Share: The requested federal share for local hazard mitigation planning will be capped at \$800,000 for a new and \$400,000 for an update a hazard mitigation plan.

Applicant Match: The applicant must provide a minimum of 25 percent of the total project cost. The applicant may over match the required 25 percent. The matching funds must be from a non-federal source and must be in place at the time of application submittal.

Total Activity Cost: The total activity cost must equal the sum of the federal share and the applicant match.

23. LHMP Approval/Anticipated Approval date:

Identify the date that your Local Hazard Mitigation Plan (LHMP) was approved by FEMA or the date that you anticipate receiving FEMA approval. Applicants submitting project applications must have a FEMA-approved LHMP by the application deadline and at the time of obligation of grant funds.

24. Local Hazard Mitigation Plan:

Provide a narrative that identifies how the proposed activity is consistent with your LHMP. Be specific; identify the page number and /or section number from your plan. Also include a narrative that quantifies the criticality of the project with respect to the overall population of the community. For project applications only.

Sub-grant applicants receiving notification that their NOI was approved may be invited to attend the workshops. If you have any questions or comments, please contact the Hazard Mitigation Branch Help Desk at (916) 845-8150.